

CERTIFICATION OF REAL ESTATE CONTINUING EDUCATION ELECTIVE COURSE

Application and Certification Procedures for Continuing Education Elective Course

- ❖ Submit a completed application form which includes a detailed Course Curriculum consisting of:
 - A Course Outline
 - Learning objectives for EACH topic
 - Students need to know what they are expected to learn in the course. The learning objectives or outcomes define the skills and knowledge the students should have at the end of the course. The learning objectives should be stated in terms of performance. For instance, “Upon completion of this course, the student will be able to identify from a set of facts, the real estate issues involved and any possible licensing law violations.” Or, “Upon completion of this course, the student will be able to describe violations of the fair housing laws applicable in Hawaii.”
 - Course content
 - Time spent per topic
 - Supporting materials
- ❖ All complete applications will be reviewed and considered by the Real Estate Commission ("Commission"). Incomplete applications will not be considered. Please allow 45 days for processing.
- ❖ Course certification expires and must be recertified prior to the end of each even-numbered year; failure to recertify will result in forfeiture of the course certification. **The recertification deadline is November 30 of each even-numbered year.**
- ❖ Application fee (non-refundable) - \$150. Attach a check payable to "Commerce and Consumer Affairs."

This material can be made available for individuals with special needs. Please call the Senior Real Estate Specialist at 586-2645 to submit your request.

REAL ESTATE COMMISSION
State of Hawaii
Professional & Vocational Licensing Division
Department of Commerce and Consumer Affairs
250 S. King Street, Suite 702
Honolulu, Hawaii 96813

FOR OFFICE USE ONLY	
Approved/Date:	Certification No.:
Denied/Date:	Credit Hours:
Cashier's Validation:	

APPLICATION FOR CERTIFICATION OF CONTINUING EDUCATION ELECTIVE COURSE

1.	Name of Elective Course:
2.	Name, Address and Phone No. of Course Author(s) or Owner:
3.	Name, Address, and Phone No. of Provider:
<p>Provider is registered with the Real Estate Commission:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Pending Provider Registration Application <input type="checkbox"/></p>	

4. Number of credit hours requested: _____

5. Summary description of course content:

6. Course Category: Please indicate a course category for this course. If applicable, a course may fall under more than one (1) category.

_____ Contracts	_____ Finance
_____ Investment	_____ Property Ownership and Development
_____ Real Estate Law	_____ Risk Management
_____ Dispute Resolution	_____ Technology and the Licensee
_____ Property Management	
_____ Other: _____	

7. Course Certification: Each elective course must satisfy **both (a) and (b)** of the following:

a. Furthers at least one of the following goals (check at least one):

_____ Protects the general public in its real estate transactions. Briefly explain:

_____ Enables the licensee to serve the objectives of the consumer in a real estate transaction. Briefly explain:

_____ Enables the licensee to maintain, develop and improve the licensee's competency and professionalism in a changing market place. Briefly explain:

b. Qualifies as either (check at least one):

_____ Consumer Protection Course. Explain briefly in what manner the course addresses issues and concepts relating to §467-14, Hawaii Revised Statutes or §16-99-3, Hawaii Administrative Rules (see copies attached to this application).

_____ Professional Standards or Practice course. Explain briefly in what manner the course covers issues, knowledge and concepts relating to real estate professional development.

8. Course Level of Difficulty (check one):
_____ Beginning
_____ Intermediate
_____ Advanced

Once the course is certified, all advertisements must include the level of difficulty as certified, as well as a course description. The difficulty levels include:

Beginning, Intermediate, or Advanced **Salesperson's** course.
Beginning, Intermediate, or Advanced **Broker's** course.

"**Beginning**" means a course intended for a licensee immediately after licensure.

"**Intermediate**" means a course intended for a licensee with 2 to 4 years of real estate experience in the applicable license category.

"**Advanced**" means a course intended for a licensee with 4 or more years of real estate experience in the applicable license category.

At least 60 percent of the course content is for a knowledge and ability level beyond professional entry. 60 to 75 percent of the curriculum must be designed to assist the licensee with application of real estate information and concepts (issue identification, analysis, synthesis, and evaluation). The remaining portion of the course may be devoted to other learning skills (general knowledge, recall or summarizing information).

9. Course Materials: **Attach** a detailed course curriculum consisting of all of the following:

- **Course Curriculum.** Attach a course curriculum which details the sequence of topics, time spent on each topic, *learning objectives** for each topic, and any reading assignments or materials to be covered in each topic. When the total course time is for more hours than the requested credit hours, the applicant is required to indicate in the margins of the submitted curriculum, the number of hours and minutes designated as continuing education instructional time.
- **Course Content.** Attach an outline of lecture materials to be covered including notes, directives to instructors and a copy of all materials to be used as handouts for students.

Label the course topics, learning objectives for each topic, amount of time allotted to each topic, and reading assignments.

**"learning objectives"* should be stated in terms of performance. See Application and Certification Procedures for Continuing Education Course for explanation.

10. Method of presentation (check appropriate boxes)

- ☐ Live seminar
☐ Interactive television
☐ Other Real Estate Commission approved interactive communication. Please describe briefly:

11. The course consists of how many clock hours? _____

12. Anticipated initial offering date? _____

Certification of Applicant:

I hereby certify that the statements and answers on this application and accompanying document(s) are true and correct. I certify that all copyrighted materials are used with permission of the owner of those copyrighted materials. I understand that any statement false or untrue, or any material misstatement of fact shall constitute grounds for refusal or subsequent revocation of certification.

Signature of **Author/Owner**

Print Name

Date